

WATER RESOURCES TECH PLAN/SUPPORT COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Water Resources Tech Plan/Support Coordinator position exists is to develop and maintain the hardware and software applications of the telemetry systems as well as oversee industrial journey level electrical and electronics work in the installation, maintenance, and repairs of the City's water & wastewater systems and equipment. This position is assigned to the Water Operations Division of the Water Resources Department. This classification may or may not supervise. This position reports directly to the Water Operations Director.

ESSENTIAL FUNCTIONS

Designs, programs and implements appropriate software applications to ensure control strategies for the water pumping and treatment facilities.

Monitors database and/or systems performance.

Responsible for the installation, maintenance, and repairs of high voltage electrical systems, well pump equipment, booster stations, sewer lift stations, motors, switch gear and control equipment.

Plans future projects and work assignments.

Oversees, and participates in the installation, troubleshooting and repair of hardware for the telemetry system.

Responsible for the water system electrical controls, instrumentation equipment, electronic metering devices, computer process control equipment and peripheral equipment.

Assists with plans and helps develop schedule of work to be performed by a team of skilled technicians, including preventative maintenance tasks, control system enhancements, new equipment installations, and emergency repairs.

Participates in the planning and development of the specifications, electrical and electronic control systems to meet future needs of the City's water and wastewater system.

Plans and operates the radio network interconnecting pumping facilities throughout the City and a voice-radio system used by water operations office and field personnel; while monitoring, adjusting and repairing equipment as necessary to maintain compliance with FCC regulations.

Maintains an optimum level of operation; plans, develops and implements software programs to control pumping facilities and reservoirs through the peripheral equipment.

Handles special projects as assigned.

Attendance and punctuality are essential functions to this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Application, design, implementation and support of application systems is needed.

Principles, methods, materials and tools used in the electrical trade; the hazards and precautionary methods; the theory and practical applications of industrial and solid state electronic control systems; the functions and mechanics of electrical motors, centrifugal and deep well turbine pumps and water transmission systems.

Ability to:

Work a call out shift to cover emergencies.

Observe, review and check the work of staff members to ensure conformance to standards.

Lift heavy objects up to 50 pounds and work outside in various weather conditions.

Work from drawings and specifications.

Use telephone and radio communications equipment.

Operate a variety of standard office equipment requiring repetitive arm-hand movements.

Enter and retrieve data or information into/from a terminal, PC or other keyboard device.

Prepare and present oral and written reports.

Communicate effectively (orally and in writing) with clearly organized thoughts using proper sentence construction, grammar and punctuation.

Establish and maintain effective working relationships with co-workers, supervisors, contractors and the general public.

Work independently with minimal supervision.

Education & Experience:

A minimum of ten years of any combination of training, education and experience equivalent to five years as an electronics or instrumentation technician and Bachelor's degree in Information Systems, Computer Science or a related field.

Some experience with municipal water systems is preferred.

Valid Arizona Driver's License and no major driving citations in the last 39 months are required for all driving positions.

Special Requirements: Possess certification as a State Water Distribution Operator I or obtain within one year of hire.

FLSA STATUS:

Exempt

HR Ordinance Status: Unclassified